

**DEPARTMENT OF TREASURY
FEDERAL LAW ENFORCEMENT TRAINING CENTER
GLYNCO, GEORGIA 31524**

| | |
|----------------------------|----------------------------|
| FLETC DIRECTIVE NO. | 94-01 |
| DIRECTIVE TITLE: | Course Development Process |
| EFFECTIVE DATE: | 09/10/01 |
| SUNSET REVIEW DATE: | 09/10/05 |

1. **POLICY:** The Course Development Process for all training developed at the Federal Law Enforcement Training Center (FLETC) facilities shall follow the procedures established in FLETC Manual 94-01.

2. **REFERENCES:** Not Applicable

3. **CANCELLATION:** FLETC Directive (FD) 94-01 dated November 8, 1993 is superseded.

4. **ADDITIONAL GUIDANCE:**

- a. [FLETC Manual 94-01](#) - Manual for Course Development
- b. FD 10-09.A - Student Evaluation Policy and Procedures for Basic Training Programs, December 8, 1981
- c. FD 80-00.A – Information Resources Management, September 12, 1996
- d. FD 80-00.F4A – Information Disclosure Activities, September 12, 1996
- e. FD 91-00.C - Course Numbering System, June 8, 1988
- f. FD 91-01.F - Formalized Center Procedure for Development of New Training Programs, February 9, 1987
- g. FD 93-01 - Training Program Management, January 31, 1989
- h. FD 93-02 - Guidelines for Scheduling and Conducting Curriculum Review Conferences, December 13, 1993
- i. FD 95-03 – Policy and Procedures for Evaluation of Students in Center Advanced Training Programs, August 18, 1992

5. **OFFICE OF PRIMARY INTEREST:** Office of Training, Training Management Division, Training Directorate.

W. Ralph Basham
Director

Attachments:

1. [FM 94-01, Manual for Course Development](#)
2. [Form FT-OT-68A & 68B](#)
3. [Lesson Plan Master Guide](#)